

Attachment 1

FEDERAL AVIATION ADMINISTRATION SPECIFICATIONS AND REQUIREMENTS FOR JANITORIAL SERVICES NEWPORT LONG RANGE RADAR SITE GOODMAN, MISSISSIPPI

1. **SCOPE:** The intent of these specifications is to outline the minimum requirements for janitorial services to be performed at the Newport ARSR.

2. **GENERAL INFORMATION:** The building in which the work of this contract is to be performed is occupied by Government officials and employees and is visited daily by many persons who are required to conduct business with the Government. For the protection of the building and its equipment, and the facilitation of the business to be conducted therein, first quality cleaning will be required. Hasty and careless performance of the work will not be tolerated. Evidence of such practices as dirt in corners, mop splashes on baseboards, and work that is otherwise sloppy and unsatisfactory will be called to the attention of the Contractor who will be required to clean up the areas in question and take steps to improve the overall results in the future. Failure by the Contractor to comply with such request will result either in the corrective work being done by the Government employees and the cost charged to the Contractor, or in the termination of the contract, or both as provided elsewhere herein.

3. **STANDARD OF SERVICES:** The standard of cleanliness to be maintained will be at the discretion of the Airway Facilities System Support Center (SSC) Manager or his/her designated representative. The contractor will be required to attend a conference prior to the start of this contract with the Contracting Officer's Technical Representative (COTR) for the purpose of resolving the work schedule, the equipment supply lists, and any other part of this contract. The Contractor shall contact the Airway Facilities SSC Manager or his/her designated representative to determine the name of the individual who will represent the Government and arrange for the time of the pre-contract conference.

4. **GOVERNMENT FURNISHED PROPERTY:** Electrical power will be furnished by the Government from existing power outlets (wall outlets only) for the Contractor to operate such equipment as is necessary in the performance of his work. The Government will also make available to the Contractor the use of hot and cold water in the amount necessary to accomplish the work. The Government will furnish the following materials: trash cans and fluorescent and incandescent lamps.

5. **CONTRACTOR FURNISHED MATERIALS:** The Contractor will be required to furnish all mechanical and electrical apparatuses (buffers, vacuum, etc.), brooms, mops, buckets, carts, hand tools, cleaning and dusting materials, detergents, scouring powder,

rags, steel wool, ash receptacle sand, disinfectants, toilet paper, paper hand towels, plastic bags, floor wax, wax stripper, hand soap, deodorizer, etc. Note the vacuum cleaner must be an industrial type with low noise output. The Contractor shall submit a complete list of all such items he intends to use prior to the start of the contract for the approval of the Contracting Officer's Technical Representative. Material Safety Data Sheets (MSDS) shall, where applicable, be provided to the COTR for any supplies/materials brought into the facility. These sheets are provided by the supplier and should be available at the time of purchase. The Contractor shall comply with the FAA's HAZARD Communication Program. The Contractor shall also properly identify all equipment and maintain this equipment in proper working order.

6. SUPERVISION: The Contractor is responsible to see that all scheduled work is accomplished either by being present or by periodic visits and inspections of the areas covered by the contract. As a minimum, the Contractor is required to be present monthly for a walk-thru inspection of the facility. The date and time of this inspection shall be mutually determined by the COTR and the Contractor. If in the opinion of the Contracting Officer's Technical Representative, the supervision furnished by the Contractor is not satisfactory, the Contractor shall be so notified in writing and will be placed on two week's notice to correct the supervisory deficiency. The Contractor is required to provide the COTR a 24 hour telephone number so that the contractor can be reached in an emergency or in the event daily tasks are not performed on schedule. Answering machines are not acceptable.

7. WORK SCHEDULE: It may become necessary on occasion that the Contractor or his representative will be instructed to cease operation. Recognition shall be taken of the "stop work" order and the Contractor shall not be penalized because the normal work which otherwise would have been accomplished during the interval has been neglected.

8. SECURITY: The security of the building will be maintained by the Contractor at all times. Work by the contractor will be performed during normal duty hours. The Contractor will enter and depart the building after finishing work through the front entrance. No exterior doors will be opened by the Contractor.

9. SCHEDULE OF WORK:

This schedule of work is not inclusive of all required services. The Contractor is expected to perform such cleaning tasks as may be necessary to maintain a clean professional appearance of the facility. The following schedule of work is the expected minimum and sets the frequency for those tasks.

a. WEEKLY WORK: Perform the following work on Wednesday, excluding holidays.

- (1) Vacuum carpets in the office and traffic areas.

- (2) Vacuum/sweep floors in corridor and bathroom.
- (3) Mop floors corridor and bathrooms.
- (4) Clean plumbing fixtures in bathroom.
- (5) Collect paper/trash and empty trash cans, replacing the liners throughout the ARSR building and outside entrance areas.
- (6) Replenish soap and paper in bathroom.
- (7) Dust all parts of rooms, furniture and corridors.
- (8) Damp wipe all glass surfaces.
- (9) Clean drinking fountain.
- (10) Clean walls, mirrors, shelves, dispensers, sinks and toilets.
- (11) Sweep or hose outside entrance areas including stoop and steps.

b. MONTHLY WORK: The following work shall be performed during the first week of each month.

- (1) Mop and buff floors to remove traffic marks, using power buffer throughout the ARSR building.
- (2) Clean lights, vents, grilles, transoms, exposed pipes, high files; dusting blinds and other objects high enough to require a ladder or scaffolding.

c. SEMI-ANNUAL WORK: The following work shall be performed the second week of September, December, March, and June.

- (1) Mop/Strip/Wax/Buff floors throughout the ARSR building.

***NOTE:** THE CONTRACTOR WILL NOT CLEAN ELECTRONIC EQUIPMENT, ENGINE GENERATORS OR OTHER ASSOCIATED EQUIPMENT.

10. WORK REQUIREMENTS: The COTR will meet with the Contractor and establish suitable times for required and specified cleaning tasks. Major tasks such as floor stripping and waxing will be coordinated with Airway Facilities SSC Manager or COTR.

NOTE: The Contractor shall inform himself/herself of the difficulties that will be present upon the cleaning of security areas in the building covered by this contract and include in his/her bid all costs in connection herewith. This topic will be discussed during the walk-thru of the facility. The electronic equipment room is a designated security area. The work performed in this area is directed toward control and separation of air traffic in the area. The importance of this operation cannot be over stressed. Interference of any kind by the Contractor, his/her employees or equipment will not be tolerated. The inadvertent flipping of a switch or turning of a dial could result in the loss of a human life. The Contractor will NOT clean electronic devices and under no circumstances, use fluids of any nature closely thereto, without the approval of the Manager, Airway Facilities System Support Center, Jackson, Mississippi.

a. GENERAL REQUIREMENTS:

- (1) Clean all waste containers by washing or damp wiping inside and out at such a rate that all will be taken care of once each 30 days or more often if objectable odor is present.
- (2) The waste shall be removed from the premises according to the collection schedule. All waste containers used in the building will be lined with plastic bags and replaced according to the schedule. All trash placed in the dumpster will be in plastic bags and tied. All cardboard boxes will be broken down and flattened before placing in trash containers.
- (3) The Contractor shall collect and remove from the building all packing material and empty shipping containers as directed by the COTR.
- (4) The Contractor shall provide adequate supervision at all times to insure complete and satisfactory performance in accordance with the terms of the contract.
- (5) The Contractor and his/her employees will be subject to all rules and regulations relative to entering and leaving the building and to parking in authorized spaces provided.
- (6) The Contractor will be responsible for seeing that his/her employees do not displace papers on desks, open desk drawers or

cabinets, or use telephones provided for official Government use. Papers moved to permit dusting shall be returned to their approximate original placement. No personnel other than those actually performing or supervising the work to be done shall be allowed on the premises.

- (7) Storage space, janitor's closets, and locker rooms:
- (a) Space available in the building for storage purposes will be assigned to the Contractor for the storage of his/her bulk supplies and the equipment, which he/she will use in the performance of the work of the contract. He/she will be expected to keep this space in a neat and orderly condition. Mop buckets shall be rinsed and stored empty.
 - (b) Janitor's closet may be used by the individual cleaner for storing mops, brooms, dust cloths, and other items. It is required that the closet and the stored equipment be kept scrupulously neat and clean to avoid fire and health hazards. Only minimum supply of paper goods can be stored at any one time due to limited space.
 - (c) Failure to keep any of the facilities described above in a condition satisfactory to the COTR may result in the withdrawal of the privileges of using them, or the COTR may result in the withdrawal of the privileges of using them, or the COTR may have them cleaned and the cost of such work charged to the Contractor.
 - (d) The Government will not be responsible for damage to the Contractor's stored supplies, materials, or equipment; the supplies, materials, or equipment kept in the janitor's closet; or the Contractor's employees' personal belongings occasioned by fire, theft, accident, or otherwise.

b. EXPLANATION OF TERMS:

- (1) Vacuum Carpets: Vacuum clean carpets to remove all dust, loose dirt, mud, scum, drippings, trash or other debris to have a clean dust-free surface.
- (2) Shampoo Carpets: Remove loose dust, dirt, mud, scum, grease, oil, spillage, drippings, and other debris. Then shampoo carpets with a

suitable carpet type shampoo that will not destroy or change carpet coloring or disfigurement.

- (3) Vacuum/Sweep Tile Floors: Clean all exposed floor surfaces by removing all debris, such as, but not limited to, dust, loose dirt, mud, scum, grease, oil, spillage, drippings and trash. Dust and loose dirt should not be stirred up while cleaning.
- (4) Mop Floor: Damp mop all floor areas, except carpet areas, including under furniture and equipment. Use clean mop dampened with a solution of synthetic detergent and clean cool water. Rinse with clean damp mop and clean water. Wipe dry and remove detergents from floor, baseboards, furniture legs and bases.
- (5) Mop/Buf Tile Floors: Same as “4” above, then after floor is thoroughly dry, buff with a heavy polishing machine using soft polishing brush, or synthetic polishing pad that will not leave abrasive markings on tile flooring. Should be buffed to a luster type finish.
- (6) Mop/Wax/Buf Tile Floors: Complete “4” and “5” above, then apply one or two thin coats of non-skid type wax to foot traffic areas, including stairwells, halls, aisles, rooms, under furniture, cabinets, tables, etc. All exposed floor surfaces to be power buffed by using supplies, equipment, and methods for providing a clean and properly buffed surface.
- (7) Mop/Strip/Wax/Buf Tile Floors: Remove/strip all wax, foreign materials, residue from floor, let dry thoroughly, then complete wax and buff floor as stated in “6” above in its entirety.
- (8) Clean Plumbing Fixtures & Windows: Clean all exposed surfaces of plumbing fixtures and trims by removing all foreign matter and scum. Also, sanitize commodes, commode seats, urinals, flush valves and wash basins. Damp wipe walls, partitions, to remove spots and soil. Mirrors in restrooms cleaned thoroughly without streaking. Interior windows dusted and cleaned to remove film, residue, and foreign matter on an as needed basis in schedule.
- (9) Collect Paper & Trash: Empty trash baskets and ashtrays, remove and dispose of trash in a manner that will not conflict with local sanitary environmental regulations.
- (10) Spot Clean Walls/Partitions: Spot clean exposed wall/partition surfaces to remove all foreign matter and scum.

- (11) Clean Furniture: Clean all exposed surfaces of furniture, including outside glass of bookcases, by removing all dust, fingerprints, foreign matter, etc. Dust shall not be "stirred up" while cleaning. This does not include high dusting of light fixtures or electronic equipment.
- (12) Replenish Soap & Paper: Check and replace soap in dispensers, toilet paper in toilet paper containers, paper towels in towel dispensers, etc.
- (13) Clean Light Fixtures/Spot Clean Walls/Ceilings: Clean all light fixtures, ducts, by removing all foreign matter, dust, dirt, etc. Spot clean walls and ceilings as needed by using proper, safe type detergents to not deface or deteriorate surfaces. Replace lamps in light fixtures as needed.
- (14) Dust: Remove dust from all furniture, windows, venetian blinds, etc. using a suitable dust cloth or other comparable cleaning materials or techniques.
- (15) Wash Windows-Inside: Clean inside of windows by removing all foreign matter, such as: dust, dirt, fingerprints, scum, film, etc.
- (16) Wash Windows-Outside: Clean outside of windows by removing all foreign matter, such as but not limited to: dirt, dust, scum, film, etc. A safe method to clean these windows will be maintained at all times of cleaning, due to access of windows and height.
- (17) Clean Venetian Blinds and/or Drapes: Remove dust, dirt, scum, film, and foreign matter from blinds. Cleaning of each blind shall be accomplished back and front using a soft damp cloth, such as a chamois or diaper (or similar type cloth) that has been dampened with a mild cleaning liquid to prevent damage to blinds. Drapes, when installed, shall be removed and cleaned by a professional cleaner that has the capability of professional cleaning of drapery material, without deteriorating the drapes.
- (18) Police: Empty trash and butt cans, remove trash, debris, other items required to have a clean, neat, orderly appearance throughout the facility, front and side entrance ways, parking area, and pavilion.
- (19) Vacuum/Sweep Floors: Clean all exposed floor surfaces by removing all debris, such as but not limited to: dust, loose dirt,

mud, scum, grease, oil, spillage, driploose dirt shall not be stirred up while cleaning.

11. SPECIAL NOTES:

No work will be performed on Federal Holidays. When a Federal Holiday occurs the service will be skipped until the next scheduled date. For the purpose of this contract, the following are specified as Federal Holidays:

- (1) New Year's Day, January 1
- (2) Martin Luther King Jr.'s Birthday, 3rd Monday in January
- (3) President's Day, 3rd Monday in February
- (4) Memorial Day, last Monday in May
- (5) Independence Day, July 4
- (6) Labor Day, 1st Monday in September
- (7) Columbus Day, 2nd Monday in October
- (8) Veteran's Day, November 11
- (9) Thanksgiving Day, 4th Thursday in November
- (10) Christmas Day, December 25

FACILITIES IDENTIFICATION AND LOCATION

<u>FACILITY</u>	<u>SQ. FT. FLOOR</u>	<u>LOCATION</u>
ARSR (includes office)	1830	Rt. 1, Box 211 Goodman, MS 39079

